



Staff Appreciation on a Shoestring: It's "Knot" as Hard as You Think!

No-cost/Low-cost ideas:

- Smile and say good morning
- Send a card on their Birthday, work anniversary, Christmas, Valentines' Day, Halloween, etc.
- Send them an e-note (card, thank-you, thinking of you, etc)
- Encourage community involvement
- Put a sticky note somewhere that says thank you, I appreciate you or good job
- Make a banner that says thank you
- Be creative in how you say thank you
- Encourage their community involvement
- Support their professional development (ALAO, ACRL, any group of value to them)
- Acknowledge their involvement in a project publicly and privately
- Acknowledge their accomplishments (both work and personal) to the rest of the campus
- Nominate them for awards (local and state)
- Regularly review their job classification and pay level for possible promotion
- Write letters of acknowledgement/recognition that can be placed in their personnel file
- Ask your Dean to write a letter of appreciation to them
- Attach a note to their paycheck or include a note with their compensation letters
- Encourage staff and patrons to write notes of appreciation
- Write a letter to the employee's family, thanking them for sharing employee (during an extra busy time, covering during an illness or crisis, etc)
- Make Christmas ornaments to give
- Create certificates or handmade bookmarks to give out
- Take pictures of library events (parties, etc) to post on a bulletin board
- Create appreciation weeks for various groups/departments
- Share goodies you get at a conference or meeting
- Leave complimentary voice mail messages
- Allow them to hang awards, plaques, etc. in their office

- Allow them to move their work space around
- Keep your door open
- For new employees, create a welcome basket of goodies
- Create a special gift container that they can get small items from (toolbox, treasure chest, special bag, etc)
- Ask their opinion; ask for feedback
- Give them control of a project
- Send them to a meeting in your place
- Tell an employee that you missed them (while out sick, on vacation, etc)
- Bring food in that you make
- Have an appreciation potluck meal with your staff
- Throw a pizza party
- Take him/her out to lunch
- Buy the staff ice cream once in a while or a soda
- Use Kudos bars, bags on mints or chocolates in a nifty jar or unusual container
- Many can be \$5 or less: Gift certificates, videos, pins, mugs, coffee for a month, pens, kids tools, movie tickets, food certificates, gift cards, candles,
- Develop a visit from the cookie lady
- Books from local dollar stores, booklights, magazine subscriptions
- Buy small items from companies (i.e. Positive Promotions)
- Create a rotating award. Make it fun (stuffed animal, smiley face, statue, etc)
- Buy them flowers when you know they are struggling
- Give out a parking space for "employee of the month"
- Give them a day off for doing something special (or allow flex time whenever possible)
- Arrange to use staff in campus marketing efforts (radio spots, group shots, brochures quotes, commercials, etc)
- During monthly staff meetings, give out a mug of candy that says thank you to the employee being appreciated that month.
- Wash employee's car in the parking lot during lunch hour
- Provide theater tickets or water park tickets
- Provide a comfortable space where employees can take a break
- Hand out "Success Journals" (notebooks) where employee can record their accomplishments; can be referred to during evaluations
- Provide them with business cards

- Create a spot on your library webpage to allow patrons and others to send in messages of thanks, etc. for your staff

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Betsy Blankenship, Ohio Two-Year College Library/LRC Conference, September 9, 2004
For more information, contact: blankenship.5@osu.edu at the Marion Campus Library, 740-389-6786